



## DEPARTMENT OF THE NAVY

COMMANDER  
NAVAL RESERVE READINESS COMMAND  
REGION EIGHT  
BOX 90, NAVAL AIR STATION  
JACKSONVILLE, FLORIDA 32212-0090

IN REPLY REFER TO:  
REDCOMEIGHTINST 1321.2D  
N1  
8 May 2000

### REDCOM EIGHT INSTRUCTION 1321.2D

Subj: OFFICER ASSIGNMENT AND INACTIVE DUTY TRAINING (IDT)  
ORDER WRITING RESPONSIBILITIES

Ref: (a) COMNAVRESFORINST 1001.5C  
(b) BUPERSINST 1001.39C  
(c) COMNAVRESFORINST 1123.2  
(d) NAVRESREDCOMREGEIGHTINST 1610.1C

Encl: (1) Sample IDT orders for transfer to new unit  
(Commanding Officer/Officer-In-Charge)  
(2) Sample IDT orders for transfer to new unit  
(O-5 and above non-command)  
(3) Sample IDT orders for transfer to new unit  
(O-4 and below non-command)  
(4) Sample IDT orders for transfer to NRPC (IRR)  
(5) Sample IDT orders for retirement

1. Purpose. To provide authorization for Commanding Officers of Naval Reserve Activities (NRAs) in REDCOM Eight to originate IDT orders for O-4 and below Selected Reserve Officers assigned to their NRA in non-Command/Officer-in-charge (CO/OIC) billets.

2. Cancellation. REDCOMEIGHTINST 1321.2C.

3. Action. Assign O-4 and below officers to Naval Reserve units using the guidelines provided in references (a) through (c). Enclosures (1) through (5) provide examples of IDT orders/modifications that encompass most situations. Use reference (d) to determine each officer's reporting senior.

a. Naval Reserve Readiness Command Region Eight shall:

(1) Assign and issue IDT orders for all O5/O6 Officers and all officers assigned to CO/OIC billets in REDCOM Eight units, using enclosures (1) and (2) as guidance.

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(2) Maintain officer billet control for all assigned units in REDCOM Eight, with the exception of Construction Force (Program 7) units.

(3) Verify an officer's eligibility for assignment prior to issuing IDT orders, approve pay or nonpay assignments and establish effective dates for assignment.

(4) Include the projected rotation date on the orders of all officers selected from the Command/Non-Command Screening and Detailing Board. The tenure for most CO/OIC billets is two years. The tenure for board selected, non-command billets is three years.

(5) Ensure unit Commanding Officers' orders indicate member is assigned additional duty to the unit's gaining command. Officers who do not mobilize to the unit's gaining command (i.e., ADSUR billets) are excluded.

(6) Use reference (d) to determine the regular/concurrent reporting senior for fitness reports. The regular, and if applicable, concurrent reporting senior will be specified on the orders.

b. Naval Reserve Centers shall:

(1) Assign O-4 and below officers, not filling CO/OIC billets, to Naval Reserve Units using the guidelines provided in references (a) and (b).

(2) Submit a CNAVRES 1301/5, Reserve Officer Request for Transfer/Termination, to the officer's gaining NRA for endorsement. Do not forward advance copy to REDCOM Eight. The gaining NRA shall forward CNAVRES 1301/5 to REDCOM Eight for final approval and endorsement.

(3) Ensure effective date of transfer allows for administrative processing. This date may not be earlier than: date orders to IDT are signed by the gaining Echelon IV activity, date physical qualifications were established, effective date of transfer to the Ready Reserve, date flight status confirmed, or date specified by waiver authority.

(4) Upon receipt of approval, issue IDT orders using 1321/2, Inactive Duty Training Orders, Termination/

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Cancellation/Modification; and provide a copy to the losing NRA and REDCOM Eight (N12A) for all gained officers.

(5) Ensure officers who are authorized Aviation Continuation Incentive Pay (ACIP) have appropriate authorization on orders. When an officer becomes ineligible for ACIP, orders must be modified. Establish a tracking system to monitor ACIP.

(6) Provide a copy of all orders/modifications to REDCOM Eight (N12A).

4. Point of Contact is REDCOM Eight (N12): DSN 942-2486, extension 151; commercial (904) 542-2486, toll free (800) 201-4199 or [rc08n12@navresjax.jaxm.navy.mil](mailto:rc08n12@navresjax.jaxm.navy.mil).

5. Forms. Request for Transfer/Termination (CNAVRES 1301/5) and Inactive Duty Training Orders, Termination/Cancellation/Modification (CNAVRES 1321/2) can be obtained through the supply system.

  
RHONDA S. LANDERS  
Deputy

Distribution: (REDCOMEIGHTINST 5216.1V)  
List B

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**COMMANDER, NAVAL RESERVE READINESS COMMAND REGION EIGHT  
NAVAL AIR STATION JACKSONVILLE  
JACKSONVILLE, FL 32212-0090**

DATE

From: COMMANDER, NAVAL RESERVE READINESS COMMAND REGION EIGHT

To: RANK/NAME/SSN/DESIG  
STREET  
CITY, STATE ZIP

Subj: INACTIVE DUTY TRAINING ORDERS-TERMINATION/CANCELLATION/MODIFICATION  
CNAVRES 1321/2 (2/79) SN 0117-LF-013-2110

Ref: (a) NAVRESFOR 1321/2 as appropriate w/MODS  
(b) Message announcing FY Board Results  
(c) COMNAVRESFORINST 1001.5C  
(d) BUPERSINST 1610.1

**Reference (a), which authorized your assignment to:**

RUIC: PRESENT RUIC, in PRESENT UNIT at PRESENT NAVAL RESERVE ACTIVITY in a  
PAY/NONPAY status is hereby modified effective DATE as indicated below:

**Per reference (b), report to:**

RUIC: NEW RUIC, in NEW UNIT at NEW NAVAL RESERVE ACTIVITY in a pay status in mobilization  
billet RBSC: /AUIC:

Your attention is directed to the provisions of reference (c) which cite the responsibilities of command.  
Your tenure as Commanding Officer/Officer in Charge will expire (PRD) unless terminated sooner by  
proper authority or otherwise modified. You are assigned additional duty to:

NAME OF GAINING COMMAND

**Regular reporting senior for fitness report purposes is:**

REPORTING SENIOR  
(CONCURRENT if applicable)

**Reporting senior of losing activity submit FITREP per reference (d).**

SIGNATURE

Copy to:  
NPC (PERS 313)  
PRESENT UNIT  
PRESENT NAVAL RESERVE ACTIVITY  
NEW UNIT  
NEW NAVAL RESERVE ACTIVITY  
SERVICE RECORD  
FILE

8 May 2000

**COMMANDER, NAVAL RESERVE READINESS COMMAND REGION EIGHT  
NAVAL AIR STATION JACKSONVILLE  
JACKSONVILLE, FL 32212-0090**

DATE

From: COMMANDER, NAVAL RESERVE READINESS COMMAND REGION EIGHT

To: RANK/NAME/SSN/DESIG  
STREET  
CITY, STATE ZIP

Subj: INACTIVE DUTY TRAINING ORDERS-TERMINATION/CANCELLATION/MODIFICATION  
CNAVRES 1321/2 (2/79) SN 0117-LF-013-2110

Ref: (a) NAVRESFOR 1321/2 as appropriate w/MODS  
(b) Reference or message announcing FY Board Results  
(c) COMNAVRESFORINST 1001.5C  
(d) BUPERSINST 1610.1

**Reference (a), which authorized your assignment to:**

RUIC: PRESENT RUIC, in PRESENT UNIT at PRESENT NAVAL RESERVE ACTIVITY in a  
PAY/NONPAY status is hereby modified effective DATE as indicated below:

**Per references (b) and (c), report to:**

RUIC: NEW RUIC, in NEW UNIT at NEW NAVAL RESERVE ACTIVITY in a PAY/NONPAY status in  
mobilization billet RBSC: /AUIC:

Your projected rotation date is DATE. These are non-command orders

**Regular reporting senior for fitness report purposes is:**

REPORTING SENIOR

**Reporting senior of losing activity submit FITREP per reference (d).**

SIGNATURE

Copy to:  
NPC (PERS 313)  
PRESENT UNIT  
PRESENT NAVAL RESERVE ACTIVITY  
NEW UNIT  
NEW NAVAL RESERVE ACTIVITY  
SERVICE RECORD  
FILE

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**NAVAL RESERVE ACTIVITY  
ADDRESS  
CITY/STATE/ZIP**

DATE

From: NAVAL RESERVE ACTIVITY (for O4 and below non CO/OIC officers)

To: RANK/NAME/SSN/DESIG  
STREET  
CITY, STATE ZIP

Subj: INACTIVE DUTY TRAINING ORDERS-TERMINATION/CANCELLATION/MODIFICATION  
CNAVRES 1321/2 (2/79) SN 0117-LF-013-2110

Ref: (a) NAVRESFOR 1321/2 as appropriate w/MODS  
(b) CNAVRES 1301/5 dtd  
(c) COMNAVRESFORINST 1001.5C  
(d) BUPERSINST 1610.1

**Reference (a), which authorized your assignment to:**

RUIC: PRESENT RUIC, in PRESENT UNIT at PRESENT NAVAL RESERVE ACTIVITY in a  
PAY/NONPAY status is hereby modified effective DATE as indicated below:

**Per references (b) and (c), report to:**

RUIC: NEW RUIC, in NEW UNIT at NEW NAVAL RESERVE ACTIVITY in a PAY/NONPAY status in  
mobilization billet RBSC: /AUIC:  
Your projected rotation date is DATE. These are non-command orders.

**Regular reporting senior for fitness report purposes is:**

REPORTING SENIOR

**Reporting senior of losing activity submit FITREP per reference (d).**

SIGNATURE

Copy to:  
NPC (PERS 313)  
PRESENT UNIT  
PRESENT NAVAL RESERVE ACTIVITY  
NEW UNIT  
NEW NAVAL RESERVE ACTIVITY  
SERVICE RECORD  
FILE

8 May 2000

**NAVAL RESERVE ACTIVITY  
ADDRESS  
CITY/STATE/ZIP**

DATE

From: NAVAL RESERVE ACTIVITY

To: RANK/NAME/SSN/DESIG  
STREET  
CITY, STATE ZIP

Subj: INACTIVE DUTY TRAINING ORDERS-TERMINATION/CANCELLATION/MODIFICATION  
CNAVRES 1321/2 (2/79) SN 0117-LF-013-2110

Ref: (a) NAVRESFOR 1321/2 as appropriate w/MODS  
(b) CNAVRES 1301/5 dtd  
(c) COMNAVRESFORINST 1001.5C  
(d) BUPERSINST 1610.1

**Reference (a), which authorized your assignment to:**

RUIC: PRESENT RUIC, in PRESENT UNIT at PRESENT NAVAL RESERVE ACTIVITY in a  
PAY/NONPAY status is hereby modified effective DATE as indicated below:

**Per references (b) and (c), report to:**

The Individual Ready Reserve (IRR), Naval Reserve Personnel Center (NRPC), New Orleans in a non-  
pay status. You are/are not recommended for re-affiliation. These orders are issued due to:

**Reporting senior of losing activity submit FITREP per reference (d).**

SIGNATURE

Copy to:  
NPC (PERS 313)  
PRESENT UNIT  
PRESENT NAVAL RESERVE ACTIVITY  
SERVICE RECORD  
FILE

8 May 2000

**NAVAL RESERVE ACTIVITY  
ADDRESS  
CITY/STATE/ZIP**

DATE

From: NAVAL RESERVE ACTIVITY

To: RANK/NAME/SSN/DESIG  
STREET  
CITY, STATE ZIP

Subj: INACTIVE DUTY TRAINING ORDERS-TERMINATION/CANCELLATION/MODIFICATION  
CNAVRES 1321/2 (2/79) SN 0117-LF-013-2110

Ref: (a) NAVRESFOR 1321/2 as appropriate w/MODS  
(b) NRPC 1820 ltr  
(c) COMNAVRESFORINST 1001.5C  
(d) BUPERSINST 1610.1

**Reference (a), which authorized your assignment to:**

RUIC: PRESENT RUIC, in PRESENT UNIT at PRESENT NAVAL RESERVE ACTIVITY in a  
PAY/NONPAY status is hereby modified effective DATE as indicated below:

**Per references (b) and (c), report to:**

The Retired Reserve without pay or allowances. Your records will be held at Naval Reserve Personnel  
Center, New Orleans.

SIGNATURE

Copy to:  
NPC (PERS 313)  
PRESENT UNIT  
PRESENT NAVAL RESERVE ACTIVITY  
SERVICE RECORD  
FILE